

## Mobile Workforce

### DRAFT

## General Information

This charter establishes the Council on Technology Services Mobile Workforce Workgroup.

**Workgroup Name:** Mobile Workforce **Date Established:** \_\_\_\_\_  
**Modification Date:** \_\_\_\_\_

## Workgroup Mission

The concept of working away from the office is not new, and numerous organizations have implemented successful mobile workforce programs on a variety of scales. The technology to support a mobile worker is available and mature, but easy access to best practices continues to be a significant impediment to implementing new mobile workforce programs.

The mission of the Mobile Workforce Workgroup is to provide information that will make it easier for state and local government managers to implement mobile workforce programs. Our purpose is to develop a white paper that documents best practices, particularly as they relate to the business rules, technology enablers, and approaches for measuring mobile workforce program performance.

## Workgroup Goals and Objectives

This section defines the goals and objectives of the Mobile Workforce Workgroup.

1. Ensure the purpose and objectives of the Mobile Workforce Workgroup are aligned with DHRM policy and other ongoing workgroups.
2. Analyze the current state of mobile workforce programs, including telework, telecommuting, etc., and develop an understanding of state-of-the-practice techniques for enabling work away from a traditional office environment.

3. Identify the state-of-the-practice resources (Web Sites, Handbooks, Newsletters, Procedures, etc.) available to facilitate implementation of a mobile workforce program within an agency.
4. Develop a guide to available resources, organized by business rules, technology enablers (including best practices for ensuring information security), and performance measures.
5. Document any recommendations for further action that were identified during project work.
6. Develop a white paper, which will be comprised of the guide to available resources, best practices case studies, and any recommendations for further action.
7. Present findings to the full Council.

## Workgroup Scope

The mission – to provide information that will make it easier for state and local government managers to implement mobile workforce programs by providing a best practices guide, defines the scope of the workgroup. The workgroup will examine both public and private sector organizations and resources to identify best practices. The information included in the white paper will consist of those best practices that are relevant to state and local government. Other mobile workforce enablers, to the extent they are identified during the course of workgroup activities, will be included as recommendations for further action when appropriate.

The white paper will be delivered to COTS by January 1, 2007.

## Workgroup Composition

Farley Beaton (VRS) has been appointed by the CIO to chair the Mobile Workforce Workgroup.

The members of the Mobile Workforce Workgroup are:

Jerry Allgeier (VDACS)  
Jeanne Branch (DPOR)  
Bethann Canada (DOE)  
Linda Foster (TAX)  
Darlene Quackenbush (JMU)  
Bob Smith (Courts)  
Mark Willis (VCU)

The Workgroup is staffed by Mike Hammel (VITA).

## Major Milestones and Deliverables

Major Milestone or Deliverable	Date Due
Current State Documentation	September 2006
Draft Resource Guide	November 2006
Funding Strategies	December 2006
Recommendations for further action	December 2006
<b>White Paper *</b>	<b>January 2007</b>
COTS Presentation	February 2007

\* Workgroup primary deliverable